



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

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CRIMINAL JUSTICE SERVICES BOARD COMMITTEE ON TRAINING

MINUTES *March 10, 2011*

A meeting of the Criminal Justice Services Board Committee on Training (COT) convened at 9:00 a.m. on Thursday, March 10, 2011, in House Room D of the General Assembly Building, in Richmond, Virginia.

Members Present:

Chief Jeffrey Brown
Mr. Ted Byrd
Mr. Charles Ciccotti
Chief Richard Clark
Sergeant Charles J. Condon
Sheriff Charles Jett
Ms. Patricia G. Davis (*Proxy for The Honorable Karl R. Hade, Executive Secretary, Supreme Court of Virginia*)
Colonel David Rohrer
Mr. Bobby Russell
Captain Lenmuel S. Terry (*Proxy for Colonel Steve Flaherty, Superintendent, Virginia State Police*)
Mr. Sherman C. Vaughn

Members Not Present:

Ms. Kathy Brame (*Proxy for Howard W. Clarke, Director, Department of Corrections*)
Mr. Robert L. Bushnell
Sheriff Charles W. Phelps, Chair

DCJS Staff Present:

Leon Baker
Janice Cosel
Gary Dillon
Teresa Gooch
Sharon Gray

Sam Hoffman
Loretta Lynch
Lisa McGee
Donna Michaelis
Thomas E. Nowlin

Lisa Thornton
Burt Walker
Garth Wheeler

Others Present:

Marty Alford, *New River Criminal Justice Academy*
Jody Atkins, *Virginia Commonwealth University Police Academy*
Jon Cliborne, *Crater Criminal Justice Training Academy*
Greg Dillard, *Henrico Police Department*
Donald Hunter, *Crater Criminal Justice Training Academy*
Gary Ladin, *Richmond Police Academy*
Scott Leonard, *Northern Virginia Criminal Justice Academy*
Cindy McAlister, *Fairfax County Police Department*
Fred Miller, *Prince William County Police Department*
Albert C. Oglesby, *Northern Virginia Criminal Justice Academy*
David L. Rogers, *Virginia Department of Corrections/Academy for Staff Development*
Ronald Staton, *Central Virginia Criminal Justice Academy*
Dave Vice, *Rappahannock Regional Criminal Justice Academy*

Call To Order:

Captain Terry called the meeting to order at 9:00 a.m. The roll was called with eleven (11) members present, which indicated a quorum. Captain Terry informed that the minutes of the last meeting had been mailed to the members and asked if there were any questions or comments regarding the minutes. Mr. Vaughn made a motion to approve the minutes, Chief Brown seconded, and the minutes were approved unanimously.

Captain Terry asked Mr. Baker to apprise the members of the Department's search for a director of the Division of Law Enforcement. Mr. Baker acknowledged that the Department had recently selected the new division director and introduced Ms. Teresa Gooch. Ms. Gooch mentioned that she had started her law enforcement career with the Virginia Commonwealth University Police Department and later moved to the Richmond Police Department. At Richmond, she served as Deputy Chief of Police, Director of the Richmond Police Academy and had also served as Acting Chief of Police. She noted that with her tenure she was familiar with the challenges of standards and training and was eagerly looking forward to working with staff and constituents to enhance the standards of the profession in the Commonwealth.

Old Business:

Implementation of the Campus and School Security Regulations and the Online Training Programs

Captain Terry introduced Donna Michaelis, Manager, Virginia Center for School Safety (VCSS) and the Office of Campus Policing and Security (OCPS), to discuss the new emergency regulations approved by the Governor and the plans to implement the training program through an online learning management system.

Ms. Michaelis gave a brief history of the OCPS and advised that § 9.1-102 (49), Code of Virginia, was implemented in July 2006 to create campus security officers (CSO). The regulations required that they establish curricula and train the CSO's. Staff worked with an advisory committee that included local, state and campus police chiefs and security directors. In January 2008, the OCPS was reorganized with new staff and transferred to the VCSS. Emergency regulations were approved by the Governor and published in The Virginia Register on January 31, 2011, which would become effective March 3, 2011.

Ms. Michaelis advised that since July 2009, they had trained approximately six hundred (600) CSO's in over sixteen (16) traditional classroom courses held in partnership between DCJS and various colleges and universities. She noted that staff was working to establish online training for the officers, which was being developed through the Department of Human Resource Management (DHRM's) Knowledge Center. Training would be available through the Learning Management System (LMS) as an option for local campus security officers. The training would be available to the officers free of charge.

Ms. Michaelis identified several areas of training sponsored by the VCSS:

- **Threat Assessment Project** - She informed that the OCPS had taken the lead to coordinate research and report on the current best practices being utilized for campus threat assessment throughout the United States. This also resulted in the creation of the "Guidelines for College Threat Assessment Teams" for higher education. A chief collaborator of this program was Dr. Dewey Cornell who had assisted with delivering a statewide series of three threat assessment team trainings in 2009 with over three hundred (300) participants.
- **Statewide Threat Assessment Forum** – This was a forum conducted in conjunction with Virginia Tech with about two hundred (250) participants.
- **Applied Suicide Intervention Skills Training (ASIST)** – Staff worked with the Virginia Department of Health (VDH) to develop the course, which trained over one hundred and forty (140) individuals.
- **Detection of Deception and Critical Interview Skills Trainings** – This course was developed as a result of input from threat assessment team members of the need for training in the area of deception. Ms. Michaelis mentioned that there was a high demand for this course, resulting in three hundred and fifty (350) participants being trained.
- **Clery Act Training** – *[NOTE: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all colleges and universities that participate in*

federal financial aid programs to keep and disclose information about crime on and near their respective campuses.] Ms. Michaelis advised that the Act was a cause of concern for most schools as it was difficult to interpret exactly what one was supposed to be reporting. Therefore, in addition to previous training sessions, staff had been asked to host a two-day training session at Virginia Commonwealth University in September 2011.

- **National Forum on Campus Sexual Assault.** This was another training being offered March 30 – April, 1, 2011 in Hampton, Virginia. Ms. Michaelis informed that the training would include eight (8) expert keynote presentations on law, policy and best management practices. There would be three (3) extensive panel discussions with various campus disciplines. Approximately three hundred and fifty (350) individuals were expected to attend the training, which would be co-sponsored by the International Association of Campus Law Enforcement Administrators (IACLEA) and the Virginia Association of Campus Law Enforcement Administrators (VACLEA).

Ms. Michaelis informed the Committee that shortly after the incident in Columbine in 2000, the VCSS was created to provide training for Virginia public school personnel in school safety and the effective identification of students who may be at risk for violent behavior. In partnership with the Office of the Attorney General (OAG), the VCSS created the “Virginia Rules Program,” an online law-related education curriculum, which had conducted eighteen (18) trainings within the past twelve months with over seventeen hundred (1700) participants.

Other trainings include:

- Advanced School Resource Officer (SRO)/School Administrator Trainings,
- John E. Reid 3-Day Interview and Interrogation Skills Course,
- Autism Awareness for Law Enforcement Officers, and
- School Resource Officer/School Security Officer Basic Training.

The VCSS was also planning its annual School and Campus Safety Training Forum, which would be held August 1 – 4, 2011, in Hampton, Virginia, with seven hundred (700) individuals expected to attend. Keynote discussions and breakout sessions would include topics on gangs, mental illness, suicide, drug trends and post traumatic stress. They were also offering the Virginia Victim Assistance Academy to be held at Longwood University, July 17 – 22, 2011. VCSS was also partnering with the Criminal Injuries Compensation Fund and Longwood University to provide victim service providers with networking opportunities and training for their professional development.

In addition to training, Ms. Michaelis advised that the VCSS served as a resource and referral center for Virginia schools by conducting research, sponsoring workshops, and providing information regarding current school safety concerns. The VCSS had also developed the “Juvenile Law Handbook for School Administrators,” which condensed language of the Code of Virginia to a format where school administrators who were not well-versed in the law were better able to understand. The handbook was posted on a searchable database at the OAG.

Sheriff Jett asked if a copy of the presentation might be available for the COT. Ms. Michaelis responded that a copy would be sent to the members of the Committee. *(Copies available upon request)*

Status of Regulations Related to Private Security Services

Captain Terry introduced Lisa McGee, Regulatory Manager, Private Security Services, to provide an overview of the regulatory programs managed within the Division of Regulatory Affairs and an update on the status of the promulgation of the Regulations Relating to Private Security Services.

Ms. McGee advised that in addition to the update, she would give an overview of Private Security Services. She indicated that they regulated four programs: Private Security Services (PSS), Special Conservators of the Peace (SCOP), Bail Bondsmen, and Bail Enforcement Agents. She noted that the division ensured eligibility, reviewed criminal history records, issued credentials, established entry-level and in-service training standards for all positions under its purview, received complaints, conducted investigations, and took appropriate disciplinary action when needed. She noted that no General Funds were utilized as the division was self-sufficient.

Ms. McGee mentioned that the division had the ability to scan fingerprints onsite, which previously had to be sent elsewhere. She added that in 2010, staff scanned approximately sixteen thousand (16,000) fingerprints and processed almost sixty-five thousand (65,000) applications.

Ms. McGee informed that staff provided customer service and technical assistance for the division, as well as the Department, by managing the agency call system and serving as the reception area for visitors to the agency. She mentioned that staff also provided the following:

- Licensure and registration ,
- Compliance and Enforcement,
- Intake and Adjudication, and
- Administration and Regulation.

Ms. McGee also reviewed specifics of the positions staff regulated and informed the COT of proposed amendments. *(Please see attachments)*

Update on the First Courtroom Security/Civil Process Service Class

Captain Terry advised that in recent years the functions of court security and civil process had been attached to jail certifications. He informed that sheriffs had asked the Jails Training staff at the Department to create and conduct an option school solely for court security/civil process. He introduced Sharon Gray, Manager, Jails Training and Director of the DCJS Academy, to discuss the first entry-level school of that kind piloted by the DCJS Academy.

Ms. Gray noted that in response to the sheriffs' request that court security and civil process be separated from jails training, in June 2010, the Committee on Training approved the complete separation of the certifications with new training criteria. The Jails Training staff reviewed the existing curriculum and extracted the information that addressed court security and civil process and produced curriculum that would support the rest of the criteria. Ms. Gray mentioned that this resulted in course that would span six and a half (6 ½) weeks. She noted that the course included several weeks of classrooms with training in firearms and extensive defensive tactics. The Central Virginia Criminal Justice Training Academy agreed to host the first class. Ms. Gray

indicated that although personnel wanted the training, there was an issue with having to travel a great distance and pay for lodging.

The class was re-advertised and was hosted by Crater Criminal Justice Training Academy. Ms. Gray advised that the pilot had nine (9) registered students, and staff had the opportunity to present the curriculum and fine tune it. She added that dealing with court security and civil process service included a wide range of students requiring those functions. She noted that the pilot course was successful and, the sheriffs of the five (5) jurisdictions that participated were pleased with the outcomes and asked for another school. Ms. Gray mentioned that the next school would be offered in the northern part of the state with available onsite housing.

Update on Homeland Security Program

Captain Terry introduced Sam Hoffman, Coordinator, Homeland Security Program, to provide an overview of current and planned initiatives for the program. Mr. Hoffman noted that the program was basically unknown prior to 9/11. However, there had been skepticism about the billions of dollars that was used, and it seemed as if a plethora of individuals became experts on the topic overnight. He mentioned that the program was one hundred percent (100%) federally funded, and the funds were used in direct efforts identified by local agencies. Currently, the funds were declining and went from about \$13 million to \$4.6 million annually.

Mr. Hoffman indicated that initially he was asked to put together a group of law enforcement officials to determine how grant monies would be used in regional or statewide projects. He advised that the Department was asked to take the lead and bring together the chiefs and sheriffs, needed to establish a forum. Approximately forty-two (42) police chiefs and sheriffs from across the Commonwealth were assembled to make recommendations and accept the responsibility of conducting regional assessments across the state. Mr. Hoffman stated that the state homeland security strategy of 2005 did not address law enforcement in counterterrorism efforts. The group developed a strategy for local law enforcement agencies, and in January 2010, Virginia adopted that strategy in the revised state plan.

Mr. Hoffman mentioned that it was determined that there was a need to share information among agencies, which would include the sharing of criminal history records, record management systems and computer dispatch records. He noted that the Law Enforcement Information Exchange (LInX) was developed by the Naval Criminal Information System (NCIS), which became the means by which agencies could share information. Approximately thirty-six (36) months after beginning the project, LInX encompassed most of Virginia with agencies and regions communicating with each other and sharing information.

Mr. Hoffman advised that the sharing of information enhanced officer safety and gave the deputies and patrol officers the capability of checking as much information about an individual prior to approaching a vehicle or knocking on a door. He added that connecting license plate readers to the LInX was an enhancement being considered for the future. He noted dozens of towns, airports, state agencies, colleges and universities were also partners in the project.

Mr. Hoffman indicated that although local law enforcement agencies' share of the funding was small, they received 100% of those funds allocated to them. He added that the Commonwealth's

share of the funds had also diminished over the years. Therefore, staff must be more definitive in making requests. He mentioned that funds were requested in 2008, to upgrade nine (9) local bomb squads across the Commonwealth, and the full amount was granted for that purpose. However, requested funding for bomb squads provided by fire departments were approved at the 50% level. Mr. Hoffman informed that the 2011 grant project would expand CBRNE regional response to sixteen (16) departments. Funds would provide appropriate personal protection equipment and other support, which would enhance the previous fourteen (14) departments and more.

Mr. Hoffman advised that in 2010 staff conducted fifty-three (53) training sessions to over two thousand (2000) law enforcement officers. They were able to train a cadre of fifty plus (50+) instructors from local law enforcement and state agencies in the Active Shooter Response Training. Over the last four years, they trained over five thousand (5000) officers in active shooter response tactics. Mr. Hoffman distributed a schedule of trainings for 2011, which included terrorist screening training as Virginia was ranked second among the states of encounters for persons on the Watch List (with New York ranking Number One). He added that they intended to launch online courses in the spring.

New Business:

2010 Annual Report of the Virginia Law Enforcement Professional Standards and Training Commission

Captain Terry mentioned that the Virginia Law Enforcement Professional Standards Commission (VLEPSC) was the body which determined that criminal justice agencies adhered to the professional standards to help protect an agency against a variety of potential liability problems. He introduced Gary Dillon, VLEPSC Program Manager, to present the commission's 2010 Annual Report.

Mr. Dillon distributed the 2011 Annual Report of the VLEPSC. He noted that the Executive Board consisted of representatives from Virginia Sheriff's Association (VSA) and the Virginia Association of Chiefs of Police (VACP). He added that VLEPSC was unique among law enforcement accreditations across the country at the state level because Virginia was the only state that could boast the sharing of leadership.

Mr. Dillon advised that 2011 initiatives involved researching and methods of accreditation with the use of the electronic records and filing system that could be reviewed from various sites as opposed to hard copies of records. Documents would be scanned in and were web-based. He acknowledged that with the agencies' ability to view those documents offsite this would save money for the host agencies.

Public Comment

Captain Terry asked if there was anyone in the audience that would like to address the COT concerning matters within its purview. Hearing none, he moved to the next item.

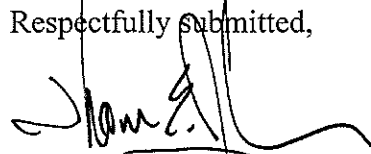
Next Meeting

Captain Terry advised that the next meeting of the Committee on Training was scheduled for May 5, 2010. He noted that an agenda for the meeting would be forwarded to the members prior to that meeting.

Adjournment

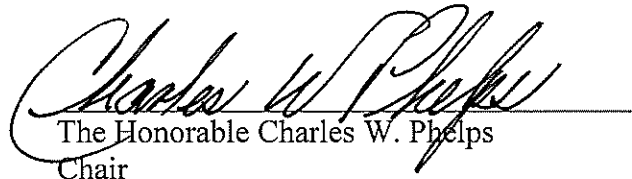
A motion was made by Sheriff Jett to adjourn the meeting. Mr. Vaughn seconded the motion, which was carried unanimously. The meeting was adjourned at 10:25 a.m.

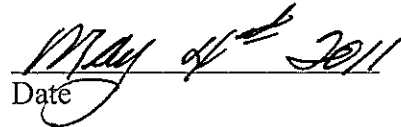
Respectfully submitted,



Thomas E. Nowlin
Recording Secretary

Approved:


The Honorable Charles W. Phelps
Chair


Date

Attachment(s)